



**DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
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FORT LEONARD WOOD, MISSOURI 65473-8929**

05 JAN 2005

ATZT-S (385-10F)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 13-04, Safety

1. REFERENCES.

- a. AR 385-10, The Army Safety Program, 29 February 2000.
- b. AR 385-55, Prevention of Motor Vehicle Accidents, 12 March 1987.
- c. TRADOC Regulation 385-2, 27 January 2000.
- d. FM 100-14, Risk Management, 23 April 1998,
- e. FM 101-5, Staff Organization and Operations, 31 May 1997.

2. APPLICABILITY. This applies to all personnel who are stationed on, training at, or working on Fort Leonard Wood, Missouri, and their family members.

3. POLICY AND PROCEDURES.

- a. Safety is an inherent command responsibility. As such, I am the Safety Officer and the Command Sergeant Major is the Safety Noncommissioned Officer for the Maneuver Support Center. Furthermore, I expect each commander and director to be the Safety Officer for their unit or organization and each Command Sergeant Major and First Sergeant to be the Safety Noncommissioned Officer for their unit or organization. In my capacity as the Commander of the Maneuver Support Center and the Safety Officer I am committed to ensuring the safety and health of all our Army, Navy, Air Force and Marine personnel, their families, and our civilian work force.
- b. The emphasis of the U. S. Army Maneuver Support Center and Fort Leonard Wood safety program will be three pronged. Performance will always be to standard. Risk Management will be integrated into all missions and actions. All personnel should stop an unsafe act, that endangers life or limb on the spot. Through this approach, unsafe acts will be identified and stopped before an accident occurs, thus preventing needless injuries and property damage.
- c. Commanders will appoint an officer as the additional duty Safety Officer at the Brigade Level and a Noncommissioned Officer (E-6 with one year retainability) as the Safety Noncommissioned Officer at battalion and company level. These individuals will be properly trained within 90 days of assuming this duty and will conduct the day-to-day safety program for the commander, in accordance with DA PAM 385-1. In accordance with FM 101-5 these personnel will be assigned to the S3 Sections with Safety as an operational function.

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d. Leaders will maintain a proactive and conscientious safety posture. In this regard, all leaders are expected to:

- (1) Train personnel to standards.
- (2) Stop, on the spot, any training or actions that are unsafe and endanger life or limb.
- (3) Faithfully use the risk management process to identify hazards and control measures.
- (4) Maintain situational awareness.
- (5) Encourage all personnel to foster a sense of responsibility for one another's well being.
- (6) Prevent behavior that could result in injury or harm.

(7) Systematically identify and eliminate facility and equipment hazards. All hazards assigned a Risk Assessment Code of 1 will be corrected immediately. All hazards assigned a Risk Assessment Code of 2 will be funded, as money becomes available on a worst first basis.

e. Directors will appoint an additional duty safety representative to perform the same duties as a Safety Officer or Safety Noncommissioned Officer. This representative will be appointed at the directorate level down to division level. This person will perform duties similar to those outlined in DA PAM 385-1 and will be trained within 90 days of appointment.

f. The staff of the Maneuver Support Center Safety Office will manage the day-to-day operation of the Maneuver Support Center Safety Program and will provide a Safety Specialist to the Chemical, Engineer, and Military Police Schools, 3rd Training Brigade and Garrison Command. These individuals will provide support to enhance the conduct of the unit safety program. Use them.

g. In addition, it is the responsibility of each service member and civilian employee to take action to prevent an accident from occurring. Accidents cause tragic loss of life, needless suffering, reduce mission performance and lower quality of life. Accidents are not an acceptable part of doing business, and reasonable actions will be taken to prevent them. Each member of this command has my permission to stop an unsafe act, that endangers life or limb, on the spot. After stopping this act, notify the chain of command of the personnel performing the act so they will prevent recurrence.

h. Range Safety Operations are key to an effective safety program.

- (1) Training unit commanders are responsible for safety on the ranges.
- (2) Training will be conducted to standard and hazards controlled or eliminated.
- (3) If the owning unit of the range cannot provide adequate support to range operations, the training unit will fulfill that support and conduct training.
- (4) Any person who sees an unsafe act has my permission to call a cease-fire. The leader of the training unit will correct the unsafe act and continue to train.

i. Motor vehicle accidents cause unnecessary loss of life, personal injury and property damage.

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All personnel who operate a military vehicle will attend the resident Accident Avoidance Course. In addition, every four years after that, all personnel who operate a military vehicle will complete refresher training using the automated Accident Avoidance Course. Accident Avoidance Courses from other installations will be accepted as long as they are Accident Avoidance or Defensive Driving courses.

4. SUPERSESSION. This policy supersedes Fort Leonard Wood Command Safety Policy memorandum dated 21 May 2001.

5. PROPONENCY. The proponent for this policy memorandum is the Director, Maneuver Support Center Safety Office, 596-0116.



RANDAL R. CASTRO
Major General, USA
Commanding

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All Schools, Brigades, Battalions, Companies,
Detachments, Tenant Units, Directorates,
and Personal Staff Offices